

CECIL TOWNSHIP BUILDING PERMIT APPLICATION

Application is hereby made for a Building Permit under the Cecil Township Ordinance;

(PLEASE PRINT IN INK OR TYPE)

- 1) The location of the structure/s or alteration/s is according to the attached, signed plot/site plan of the lot.
- 2) Attach complete set of construction drawings
- 3) Application is for: ☐ New Construction ☐ Addition ☐ Tenant Space ☐ Other: _____
- 4) Applicants Name: _____ Phone Number: (____) _____ - _____
Address: _____ City: _____ State: _____ Zip: _____
- 5) Person/s or Business name to occupy space: _____
- 6) The structure/s and/or alteration/s is/are to be used for _____
- 7) Estimated cost of construction \$ _____. _____
- 8) Additional facts of the property are:
Address: _____ City: _____ State: PA Zip: _____
Tax ID No. 140- _____ Lot No. _____ Plan Name: _____
- 9) Contractors Name: _____ Phone Number: (____) _____ - _____
Description of work to be done: _____
- 10) Zoning District: _____ Lot Size: _____ (acres) Driveway Permit Required: ☐ Township ☐ State ☐ N/A
Distance from property line to structure: (in feet) Front _____ Rear _____ Left Side _____ Right Side _____

NOTICE

THE APPLICANT AGREES TO COMPLY WITH THE PROVISIONS OF ALL LAWS AND ORDINANCES RELATING TO ZONING AND BUILDING IN CECIL TOWNSHIP. THE APPLICANT HEREBY CERTIFIES THAT THE FACTS AND REPRESENTATIONS PRESENTED IN THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE, AND AGREES THAT ALL OFFICIAL NOTICES MAY BE MAILED TO HIM/HER AT THE ADDRESS ABOVE.

IT IS UNDERSTOOD AND AGREED THAT UPON COMPLETION OF SUCH CONSTRUCTION OR ALTERATION, NOTICE SHALL BE GIVEN TO THE CECIL TOWNSHIP BUILDING DEPARTMENT. OCCUPANCY IS PROHIBITED UNDER THE CECIL TOWNSHIP ORDINANCE AND THE INTERNATIONAL BUILDING CODE WITHOUT AN OCCUPANCY PERMIT.

ACCORDING TO THE CECIL TOWNSHIP ZONING ORDINANCE, NO PERMIT FOR THE ERECTION, RAZING, CHANGE, ALTERATION, OR REMOVAL OF BUILDINGS SHALL BE VALID OR EFFECTIVE AFTER THREE (3) MONTHS FROM THE DATE OF ISSUANCE THEROF AND SHALL THEREAFTER BE VOID. ONCE WORK IS INITIATED UNDER A VALID PERMIT, THE PERMIT SHALL BE VALID FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF ISSUANCE, AS LONG AS CONSTRUCTION IS DILIGENTLY PERSUED.

Signature: _____ Date: _____

FOR TOWNSHIP USE			
Sewage / Septic permit Issued	Date: _____	PERMIT NUMBER: _____	
Building Permit Fee: _____	Actual square feet: _____	Cost per square foot: _____	
State Cost: <u>\$2.00</u>	Comments:		
Driveway Permit Fee: _____			
Total Costs: _____			
Receipt No: _____	Building Inspector: _____	Date: _____	
[<input type="checkbox"/>] Approved [<input type="checkbox"/>] Denied			
		Zoning Officer : _____	Date: _____

DIRECTIONS FOR FILLING OUT BUILDING APPLICATION

1. Attach a copy of a plot plan showing the existing building lines and property lines. Show the proposed project, size of project and the distances from the project to your property lines. Include any existing structures and the proposed structure. (See diagram at bottom. The required distances from property lines vary by zoning district and are available at the zoning office)
2. A sealed survey may not be required for accessory use structures however you will be required to sign a waiver available from the building department.
3. Attach a complete set of construction drawings showing details of construction, materials being used, footers, etc. (Footer depth in Cecil Township is thirty six inches (36") to bottom of footer. All construction must comply with the International Building Code as prescribed by the Township and State of Pennsylvania.
4. Check the appropriate space. If other, describe. (Remodel, alteration, trailer, etc.)
5. Name of the person applying for the application. (The property owner is the applicant)
6. Address of the property owner.
7. Person or business to occupy space. If a business or tenant, include suite number of the space where work is being done.
8. Total estimated cost of the project.
9. Address of property where work is being done; be sure to include suite or PO number. (If same as above write "same"). Tax ID and lot No. (available at tax office). Plan Name, i.e. Maple Ridge Commons.
10. Person or company to do the work and phone where they may be contacted. Any person or persons doing work on property-utilizing employees must provide proof of workers compensation insurance.
11. Zoning district, available at the zoning office. Distance from the property lines to the proposed project on all sides. If you will be adding a driveway or other access from a Township or State Road, a driveway or highway occupancy permit will be required.

After the application and all required documentation are received, the application will be reviewed and either approved or denied within 15 days for residential, or 30 days for commercial applications. You will be notified within the time frame specified as to the status of the application.

All applications for new commercial and residential construction require an approved sewage permit from either the Township Municipal Authority, Sewage Enforcement Officer or other approved sewage disposal agency prior to acceptance. If you will be tapping into a municipal sewer line you must contact the Municipal Authority at 724-746-4848 or if you are going to be using an on lot system contact the Local Cooperative Sanitation Council at 724-223-0504. If you have an existing system or tap and are going to increase the number of people using that system, you will have to talk to the proper sewage official.

